



APPLICATION FOR CONTRACT INSTRUCTORS

The Long Beach Department of Parks, Recreation & Marine Contract Class Division is always on the look out for instructors with proposals for new and exciting classes to be offered to the Long Beach community. If you are interested in joining our team please complete this packet and mail this and all requested information to:

Dept. of Parks, Recreation & Marine
Attn: Contract Class Coordinator
2760 Studebaker Road
Long Beach, CA 90815

PERSONAL INFORMATION

LAST NAME		FIRST NAME	MIDDLE INITIAL
ADDRESS		CITY	ZIP CODE
HOME PHONE	WORK PHONE	SOCIAL SECURITY NUMBER	

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR OTHER THAN MINOR TRAFFIC VIOLATIONS? (DRUNK DRIVING, RECKLESS DRIVING AND HIT & RUN DRIVING ARE NOT MINOR TRAFFIC VIOLATIONS.) INCLUDE ANY CONVICTIONS BY MILITARY TRIAL. FAILURE TO ADMIT IS CAUSE FOR DISQUALIFICATION. CONVICTION RECORDS WILL BE CHECKED AND SUCH RECORDS WILL BE EVALUATED ON AN INDIVIDUAL BASIS.

YES ☐ NO ☐ IF YES, LIST ALL CONVICTIONS BELOW (ATTACH ADDITIONAL SHEET IF NECESSARY)

OFFENSE	CITY	DATE
OFFENSE	CITY	DATE

REFERENCES (Please provide references who are familiar with your instructional skills and/or proposed course knowledge. References in letter form will be accepted as well, please attach them to the application.)

NAME	PHONE	RELATIONSHIP
NAME	PHONE	RELATIONSHIP
NAME	PHONE	RELATIONSHIP

CERTIFICATION OF APPLICANT: I certify that all statements on this application are true and complete. I understand that any false or incorrect statement may result in disqualification from this examination or dismissal from any future employment with the City of Long Beach.

Signature _____

Date _____

To better evaluate new course ideas, the Proposal Packet should include the following:

- **Completed Application**
- **Resume**
- **Course outline**
- **50 Word or less class description**

Please be sure to include the appropriate age group, class fee and days/times of availability.

All proposals are kept on file for 2 years and are selected based on congruence with facility availability, Park Supervisor need and class demand.